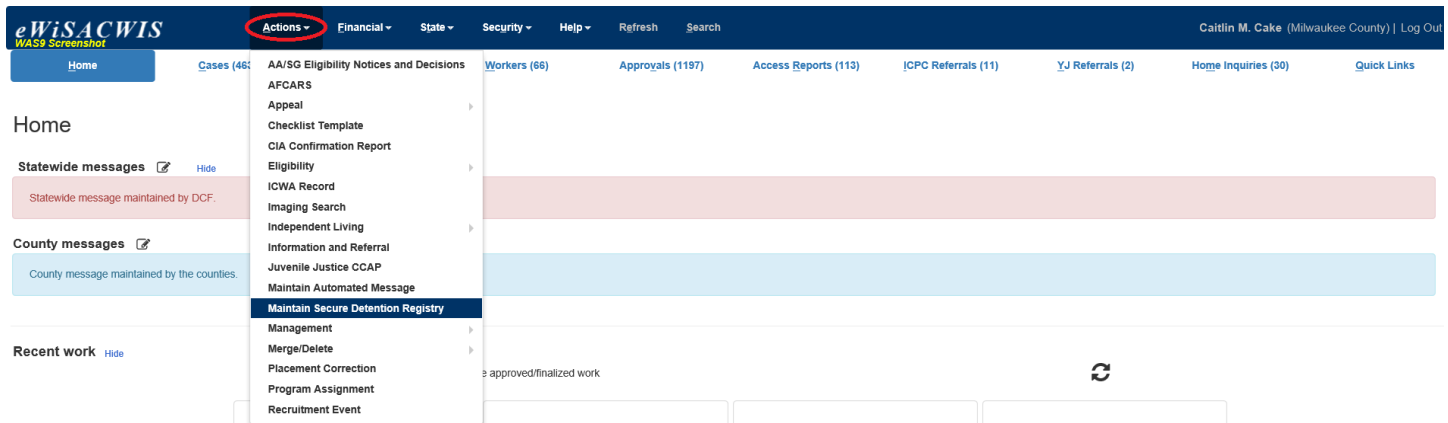


Secure Detention Registry

1. To open the Maintain Secure Detention Registry page, click on the Actions menu and select the ‘Maintain Secure Detention Registry’ option.

Note: The ‘Maintain Secure Detention Registry’ option is only displayed under the Actions menu if the worker has security to view the Maintain Secure Detention Registry page.



2. The Maintain Secure Detention Registry page displays records that have been entered for the facility selected at the top of the page. If the ‘View only Secure Detention records with no release date/time’ checkbox is checked prior to clicking the Search button, the search results will only show records that do not have a release date/time entered.
 - New records can be entered for the selected facility by clicking on the ‘Insert’ button.
 - An ‘Edit’ hyperlink will be available for workers with the appropriate security when the record has not yet been marked as completed. Clicking on the hyperlink will open the Secure Detention Registry page for the associated record in edit mode.
 - A ‘View’ hyperlink will be displayed for workers that do not have the security to edit secure detention registry records and/or when the record has been marked as completed. Clicking on the hyperlink will open the Secure Detention Registry page for the associated record in view-only mode.
 - A ‘Delete’ hyperlink will be available for workers with the appropriate security when the record has not yet been marked as completed. Clicking on the hyperlink will delete the associated Secure Detention Registry record.
 - The page also provides the option to export the data for a specific record or for all records displayed on the page.
 - Each column in the search results table is sortable. To sort the columns in ascending or descending order, click on the blue column header.

Maintain Secure Detention Registry - Internet Explorer

eWiSACWIS
WAS9 Screenshot

Print Help

General Information

Worker: Caitlin M. Cake, IV Admit Date: 01/01/2019 Release Date: 00/00/0000

Filter By: La Crosse County Secure Detention (9222585) ▼

☐ View only Secure Detention records with no release datetime

Search

| Facility Name | Admit Date/Time | Release Date/Time | Referring County | Youth Name | DOB | Gender | Residence County | Jurisdiction | |
|---|---------------------|---------------------|------------------|----------------------------------|------------|--------|------------------|-------------------------------|--------------------|
| La Crosse County Secure Detention (9222585) | 01/04/2019 10:00 AM | 01/05/2019 10:00 AM | La Crosse | Brown, Wallace A., Jr. (9229173) | 09/15/2002 | Male | Milwaukee | | View Export |
| La Crosse County Secure Detention (9222585) | 07/08/2019 11:00 AM | | La Crosse | Buttermilk, Pancake | 06/04/2005 | | La Crosse | Court Ordered-No Jurisdiction | Edit Export Delete |

Options: Add Edit Export

Close

Insert

- If a worker is assigned to more than one juvenile secure detention facility, the 'Filter By' dropdown will contain a list of all facilities to which the worker is assigned, as well as an 'All Facilities' option, which is selected by default when the page opens. The 'Insert' button is disabled when the 'All Facilities' option is selected. In order to insert a new Secure Detention Registry record, a facility must be selected from the dropdown.

Maintain Secure Detention Registry - Internet Explorer

eWiSACWIS
WAS9 Screenshot

Print Help

General Information

Worker: Caitlin M. Cake, IV Admit Date: 01/01/2019 Release Date: 00/00/0000

Filter By: La Crosse County Secure Detention (9222585)
Wish Co Secure Detention Center (9224025)
All Facilities

☐ View only Secure Detention records with no release datetime

Search

- When the 'Insert' button is selected, the Secure Detention Registry page opens in edit mode. While information can be entered in any order on the page, it is suggested that the worker begin by searching for the youth. To do so, click on the 'Search' button in the Youth Information group box. Select either 'Yes' or 'No' to the Confirmation message that displays.

Confirmation

If you have an eWiSACWIS person ID for this youth, please select Yes. If you do not have an eWiSACWIS person ID, please select No, which will allow you to enter youth information.

Yes No

- Selecting 'Yes' opens the Person Search page with the 'Person ID' field enabled. Enter the youth's eWiSACWIS ID and then click on the 'Search' button.

Person Search Print Help

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

☐ Incl. AKA Search Precision: ☐ Low ☒ Med ☐ High Sort By: Search

Persons Returned

- i. If no youth is found with the entered ID, a message will appear at the top of the page: “No matching data found for the criteria specified.” Verify that the youth’s Person ID was entered correctly. If no match is found, click on the ‘Close’ button at the bottom of the page to return to the Secure Detention Registry page. Click on the ‘Search’ button in the ‘Youth Information’ group box again. This time select ‘No’ to the Confirmation message to open the Secure Detention Registry Participant page where information can be entered for the youth (see below for further information).
 - ii. If a youth is found with the entered ID, the youth’s name will appear in the ‘Persons Returned’ group box. Verify that the correct youth is listed and then select the radio button next to the youth’s name. Click on the ‘Continue’ button to return to the Secure Detention Registry page. Information from the youth’s eWiSACWIS person record will be prefilled in the ‘Youth Information’ group box.
 1. If the youth is currently in an out-of-home placement, the placement address will populate for the youth’s address.
 2. If the youth is already on an open Secure Detention Registry record, the system will display the following message: “The eWiSACWIS Person ID has an existing open Secure Detention Registry entry. Please access the existing information.”
- Selecting ‘No’ opens the Secure Detention Registry Participant page with all fields enabled. The youth’s first name, last name, and date of birth are the only required fields. However, as much information about the youth should be entered as possible to assist the county worker in creating an eWiSACWIS person record for the youth for their case management purposes. When all known information has been entered, click on the ‘Save’ button. Then click on the ‘Close’ button to return to the Secure Detention Registry page. Information that was entered on the Secure Detention Registry Participant page will be prefilled in the ‘Youth Information’ group box.

Secure Detention Registry Participant Print Help

Participant Information

Prefix: Last Name: First Name: Middle Initial: Suffix:

Gender: DOB: SSN:

Race/Ethnicity/Tribal Identification

Race: Race:

Race: Race:

Race: Ethnicity:

Hispanic/Latino:

Address

C/O:

Number: Address: Apt:

Wi City: City: State: ZIP:

County of Residence: Country:

Phone

| Type | Phone Number | Ext | Begin Date | End Date | Description |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Insert

Save Close

5. The next section on the Secure Detention Registry page is the ‘General Information’ group box. At the time a new record is being entered, the only required fields in this group box are the Admit Date and Time. Additional fields become required when the Secure Detention Registry record is marked as ‘Completed’ as noted below.

General Information

Facility Name: [La Crosse County Secure Detention \(9222585\)](#) Date and Time Created: 07/25/2019 06:47 PM Created By: Caitlin M. Cake, IV Date and Time Updated: 07/25/2019 06:47 PM Updated By: Caitlin M. Cake, IV ☐ Completed

Admit Date and Time: 07/24/2019 09:45 AM ☐ AM ☒ PM Age at Time of Admit: 15 Release Date and Time: 00/00/0000 00:00 ☐ AM ☐ PM

Comments:
Enter comments here

- **Facility Name:** Hyperlink that launches the eWiSACWIS provider record. The provider record will open in view-only mode unless the worker has the security to edit provider records.
- **Date and Time Created:** The date and time the worker created the Secure Detention Registry record. This field is prefilled by the system when the worker successfully saves the page.
- **Created By:** The name of the worker who created the Secure Detention Registry record. This field is prefilled by the system when the worker successfully saves the page.
- **Date and Time Updated:** The date and time the Secure Detention Registry record was updated. This field is prefilled by the system when the worker successfully saves the page.
- **Updated By:** The name of the worker who last updated the Secure Detention Registry record. This field is prefilled by the system when the worker successfully saves the page.
- **Completed checkbox:** Checking this checkbox marks the Secure Detention Registry record as ‘Completed.’ This checkbox should be checked when the worker has finished entering all required fields, as well as any additional known information related to the detention episode. When the checkbox is checked and the worker clicks on the ‘Save’ button, the system will run a validation check to make sure all required information has been entered. An error message will appear at the top of the page to notify the worker of any missing required information.
 - i. When the ‘Completed’ checkbox is checked, the system displays the following message: “The information on the Secure Detention Registry page will freeze when the page is saved. Please review and confirm the data prior to saving the page.”
- **Admit Date and Time:** The date and time the youth was admitted to the Secure Detention Facility. Required for initial save of the page. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The date cannot be a future date.
- **Age at Time of Admit:** The age of the youth at the time he/she was admitted to the Secure Detention Facility. This field is calculated and prefilled by the system based on the date of birth that was entered for the youth.
- **Release Date and Time:** The date and time the youth was released from the Secure Detention Facility. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The date cannot be a future date.
 - i. This field becomes required once the record is marked as ‘Completed.’
- **Comments:** Narrative field to record general comments. This field has a 500 character limit.
 - i. This field becomes disabled once the record is marked as ‘Completed.’

6. The next section on the Secure Detention Registry page is the ‘Offense Information’ group box. At the time a new record is being entered, the only required fields in this group box are the Residence County, Referring County, and Court Name fields. Additional fields become required when the Secure Detention Registry record is marked as ‘Completed’ or when additional fields are entered further down on the page, as noted below.

Offense Information

Residence County: La Crosse Offense County: La Crosse Referring County: La Crosse Hand Gun Violation: No [Details](#) Is Out of State or Federal Ward: No [Details](#)

Court Name: La Crosse Circuit Court, La Crosse County Court Date and Time: 07/25/2019 10:00 AM PM

☒ Secure Hold ☐ Non-Secure Hold DRAI Score: ☐ DRAI Override

Comments:
Enter comments here

- **Residence County:** The county where the youth resides. Required for initial save of the page.
 - **Offense County:** The county where the offense occurred.
 - **Referring County:** The county that referred the youth. Required for initial save of the page.
 - **Hand Gun Violation:** Dropdown field to indicate whether the offense was related to a Youth Handgun Safety Act violation.
 - i. Hover over the ‘Details’ flare for more information about this field.
 - **Is Out of State or Federal Ward:** Dropdown field to indicate a hold for a youth from out of state or that a youth was placed under Federal authority.
 - i. Hover over the ‘Details’ flare for more information about this field.
 - **Court Name:** The name of the court where the youth is scheduled to appear. Required for initial save of the page.
 - **Court Date and Time:** The date and time the youth is scheduled to appear in court. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred.
 - i. This field becomes required if Delinquency, CHIPS, or JIPS is selected in the ‘Jurisdiction’ dropdown in the ‘Jurisdiction Information’ group box.
 - **Secure Hold/Non-Secure Hold:** Radio buttons to indicate whether the hold was secure or non-secure.
 - i. This field becomes required once the record is marked as ‘Completed.’
 - ii. If the radio button is changed from ‘Secure Hold’ to ‘Non-Secure Hold’ and information has been entered in the ‘Jurisdiction Information’ group box, the system will display the following message: “By selecting Non-Secure Hold, information entered in the Jurisdiction group box will be removed. Do you want to continue?”
 - **DRAI Score:** Numeric field to record the youth’s DRAI score. This field has a three character limit.
 - **DRAI Override checkbox:** Checkbox to indicate an override of the DRAI score.
 - **Comments:** Narrative field to record general comments. This field has a 500 character limit.
 - i. This field becomes disabled once the record is marked as ‘Completed.’
7. The next section on the Secure Detention Registry page is the ‘Jurisdiction Information’ group box. At the time a new record is being entered, there are no required fields in this group box. Additional fields become required when the Secure Detention Registry record is marked as ‘Completed’ or when specific values are selected on the page, as noted below.

Jurisdiction Information

| Jurisdiction | Reason for Detention | Current Status | Begin Date | End Date |
|--------------------------|---|----------------------|-------------------------|-------------------------|
| Delinquency | 72 Hour Hold - Investigatory | Alleged | 07/24/2019 | 00/00/0000 |

Explain: Explain:

[Insert](#)

- **Jurisdiction:** Dropdown field to indicate the court's jurisdiction over an offense.
 - i. This field becomes required when the 'Secure Hold' radio button is selected and the record is marked as 'Completed.'
- **Explain:** Narrative field to record comments related to Jurisdiction. This field has a 500 character limit.
 - i. This field becomes required when 'Court Ordered – No Jurisdiction' or 'Insufficient Info – No Jurisdiction' is selected from the 'Jurisdiction' dropdown.
 - ii. This field becomes disabled once the record is marked as 'Completed.'
- **Reason for Detention:** Dropdown field to indicate the reason for detention.
 - i. This field becomes required when the 'Secure Hold' radio button is selected and the record is marked as 'Completed.'
 - ii. This field is not required when 'Court Ordered – No Jurisdiction' or 'Insufficient Info – No Jurisdiction' is selected from the 'Jurisdiction' dropdown.
- **Explain:** Narrative field to record comments related to Reason for Detention. This field has a 500 character limit.
 - i. This field becomes required when 'Hold for Another Facility' or 'Runaway Out of State' is selected from the 'Reason for Detention' dropdown.
 - ii. This field becomes disabled once the record is marked as 'Completed.'
- **Current Status:** Dropdown field to indicate the status of the delinquent act as either Adjudicated or Alleged.
 - i. This field becomes required when the 'Secure Hold' radio button is selected and the record is marked as 'Completed.'
 - ii. This field becomes required when 'Delinquency' is selected from the 'Jurisdiction' dropdown.
 - iii. This field is not required when 'CHIPS' or 'JIPS' is selected from the 'Jurisdiction' dropdown.
- **Begin Date:** The date jurisdiction began. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The 'Begin Date' must be equal to or greater than the 'Admit Date' and equal to or less than the 'Release Date.'
 - i. This field becomes required when the 'Secure Hold' radio button is selected and the record is marked as 'Completed.'
- **End Date:** The date jurisdiction ended. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The 'End Date' must be equal to or greater than the 'Admit Date' and equal to or less than the 'Release Date.' Additionally, the 'End Date' cannot be prior to the 'Begin Date' nor can it be a future date.
 - i. This field becomes required when the 'Secure Hold' radio button is selected and the record is marked as 'Completed.'
- **Delete hyperlink:** Hyperlink to delete a row from the 'Jurisdiction Information' group box. This link does not appear for the first row in the group box, but will appear for each subsequently inserted row. This link also will not appear after the record has been marked as 'Completed' or when the record is access in view-only mode.
- **Insert button:** Button to insert a new row into the 'Jurisdiction Information' group box. New rows can only be inserted when the 'Secure Hold' radio button is selected.

8. The next section on the Secure Detention Registry page is the ‘Referral Offense(s)’ group box. At the time a new record is being entered, the required fields in this group box are the Offense Date, Counts, and Statute/Description/Classification.

| Referral Offense(s) | | | |
|---------------------|--------|---|---|
| Offense Date | Counts | Statute/Description/Classification | Modifier(s) and Enhancer(s) |
| 07/24/2019 | 1 | 943.10(1m)(A) – BURGLARY-BUILDING OR DWELLING - OCCUPIED – Felony | 939.05 PTAC, as a Party to a Crime Select |

[Insert](#)

- **Offense Date:** The date of the offense. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. Required for initial save of the page. Cannot be a future date.
 - i. This field becomes disabled once the record is marked ‘Completed.’
 - **Counts:** The number of counts associated with the offense. Required for initial save of the page.
 - i. This field becomes disabled once the record is marked ‘Completed.’
 - **Statute/Description/Classification:** Field to capture the specific statute, description, and classification associated with the offense. To select a value from this field, begin typing in either the statute number, the description, or the classification. Once at least three characters have been entered, the list will begin to narrow and will further narrow as additional characters are typed. When the appropriate value is found, click on the value to select it and populate it in the field.
 - i. This field becomes disabled once the record is marked as ‘Completed.’
 - **Modifier(s) and Enhancer(s):** Click on the ‘Select’ hyperlink to open the ‘Select Modifier(s) and Enhancer(s)’ page. At the top of the page, the offense will be listed in the ‘Statute/Description/Classification’ group box. Use the checkboxes in the ‘Modifier(s)’ and ‘Enhancer(s)’ group boxes to select as many modifiers and/or enhancers as needed. Click on the ‘Continue’ button to save your selections and return to the Secure Detention Registry page. Click on the ‘Close’ button if you would like to close the page without making any selections or to discard any selections you may have made. Upon returning to the Secure Detention Registry page, any modifiers and/or enhancers that were selected will now be listed in the ‘Modifier(s) and Enhancer(s)’ field.
 - **Delete hyperlink:** Hyperlink to delete a row from the ‘Jurisdiction Information’ group box. This link does not appear for the first row in the group box, but will appear for each subsequently inserted row. This link also will not appear after the record has been marked as ‘Completed’ or when the record is access in view-only mode.
 - **Insert button:** Button to insert a new row into the ‘Referral Offense(s)’ group box. Multiple rows can be inserted, as needed.
9. The next section on the Secure Detention Registry page is the ‘County Review/Outcomes’ group box. This group box is only displayed for workers that have the appropriate security. It is intended to be completed by the county case worker that is assigned to the youth justice case for the youth associated with the Secure Detention Registry record. When the county case worker has been notified that a new Secure Detention Registry record has been entered for a youth, they should review the record and determine if it has any impacts on their case management. The outcome of that review should be recorded in this group box. If the ‘Completed’ checkbox is checked, the County Review/Outcomes group box will be disabled. To enable the fields, the ‘Completed’ checkbox will need to be unchecked.

| County Review/Outcomes | | | | | |
|---|---|--|--|---|---------------------------------------|
| <input type="checkbox"/> Youth Justice Referral Create/Link | <input type="checkbox"/> Child Protective Services Report | <input type="checkbox"/> Services Report | <input type="checkbox"/> Confirm OHP Information | <input type="checkbox"/> No Action Needed | Updated by: _____ Date Updated: _____ |
| Comments: _____ | | | | | |

- **Youth Justice Referral:** Checkbox to indicate that a Youth Justice Referral was created.
- **Create/Link hyperlink:** Click on the hyperlink to open the YJ Referral Select page.

- **Child Protective Services Report:** Checkbox to indicate that a Child Protective Services Report was created.
- **Services Report:** Checkbox to indicate that a Services Report was created.
- **Confirm OHP Information:** Checkbox to indicate that the worker entered out-of-home placement information, if needed, or confirmed the accuracy of the out-of-home placement information that may have already been entered on the case.
- **No Action Needed:** Checkbox to indicate that no further action was needed or taken.
- **Updated By:** The name of the worker who last updated the 'County Review/Outcomes' group box. This field is prefilled by the system when the worker successfully saves the page.
- **Date Updated:** The date and time the 'County Review/Outcomes' group box was updated. This field is prefilled by the system when the worker successfully saves the page.
- **Comments:** Narrative field to record any comments related to the 'County Review/Outcomes' group box. This field has a 500 character limit.

10. When the county worker clicks on the 'Create/Link' hyperlink, the YJ Referral Select page opens. This page allows the worker to create a new Youth Justice Referral, to associate a Secure Detention Registry record to an existing Youth Justice Referral, or both. If one or more Youth Justice Referrals already exist for the youth, the referral(s) will be listed in the 'Referral Information' group box. If no Youth Justice Referrals exist for the youth, the system displays the following message: "There are no YJ Referrals associated with this person. To generate a new YJ Referral, please select the Create button."

Referral Information

☐ Case Name: [Doc_Mary \(3224236\)](#) Date: 07/25/2019 YJ Referral Type: Delinquency ID: 8001544 Offenses (1)

View Referral Offense(s)

| Referral Offense(s) | | | | | |
|---------------------|--------|---------------|--|----------------|------------------------------------|
| Offense Date | Counts | Statute | Description | Classification | Modifier(s) and Enhancer(s) |
| 07/24/2019 | 1 | 943.10(1m)(A) | BURGLARY-BUILDING OR DWELLING - OCCUPIED | Felony | 939.05 PTAC, as a Party to a Crime |

Create

Link

Link and Create New

Close

- **Create button:** When the 'Create' button is selected, a new Youth Justice Referral is created. The youth and offense information from the Secure Detention Registry record will prefill into the new Youth Justice Referral. The worker will need to complete the remaining fields on the Youth Justice Referral.
- **Link button:** To associate a Secure Detention Registry record to an existing Youth Justice Referral, select the checkbox next to the referral in the 'Referral Information' group box. Multiple checkboxes can be selected, as needed. When the 'Link' button is selected, the Secure Detention Registry record will be linked to the selected referral(s). The Secure Detention Registry record will be nested under the Youth Justice Referral under 'Youth Justice' work item on the case.
- **Link and Create New button:** The 'Link and Create New' button has two functions – a new Youth Justice Referral is created and the Secure Detention Registry record is linked to the selected referral(s). When the button is selected, the system displays the following message: "This action will associate the Secure Detention Registry record to an existing YJ Referral and will also create a new YJ Referral."

Do you wish to continue?” The youth and offense information from the Secure Detention Registry record will prefill into the new Youth Justice Referral. The worker will need to complete the remaining fields on the Youth Justice Referral. The Secure Detention Registry record will be nested under the Youth Justice Referral under ‘Youth Justice’ work item on the case.

11. The following information displays for the Secure Detention Registry record under the ‘Youth Justice’ work item on the case:


Cases

View by: ☒ Case ☐ Participant

Filter by: ☐ Date restricted ☒ Not approved/cancelled

Cases: 469

[Create case work](#)

doe, mary 

Doe, Mary (9224236)

Case details:
Youth Justice
Milwaukee-Site 5

Case address:

Primary worker:
Coke, Caitlin M., IV
(123) 456-7890 Ext. 1234
caitlin.coke@wisconsin.gov

Actions:
[Please select an action](#)

View case information

[Assets and Income](#) [Assignments](#) [Related People](#) [Youth Justice](#)

Youth Justice

| | | | | |
|---|------------|-----------|------------------------|--|
| YJ Referral | 07/25/2019 | Doe, John | Documented YJ Referral | Milwaukee |
| Secure Detention Registry | 07/24/2019 | Doe, John | Delinquency | 72 Hour Hold - Investigatory La Crosse |
| YJ Referral | 07/25/2019 | Doe, John | Documented YJ Referral | Milwaukee |

- **Secure Detention Registry hyperlink:** Hyperlink to open the Secure Detention Registry record in view-only mode.
- **Date:** The Admit Date on the Secure Detention Registry record.
- **Name:** The name of the youth on the Secure Detention Registry record.
- **Jurisdiction:** The Jurisdiction on the Secure Detention Registry record. If multiple jurisdiction rows were inserted on the record, the jurisdiction with the most recent begin date will display.
- **Reason for Detention:** The Reason for Detention on the Secure Detention Registry record. If multiple reasons were inserted on the record, the reason with the most recent begin date will display.
- **County:** The name of the Referring County on the Secure Detention Registry record.

12. When the Secure Detention Registry page has been successfully saved the first time, an automated message (email) is sent to county staff to notify them that a new Secure Detention Registry record has been entered for their county.